

Project Management Specialist Job Announcement No. AID – 021 -16

OPEN TO:	All Interested Candidates
POSITION:	Project Management Specialist
OPENING DATE:	December 2, 2016
CLOSING DATE:	December 30, 2016
WORK HOURS:	Full-time; 40 hours/week
SALARY RANGE:	FSN-10 (ZMK 283,363.29 p.a. – 437,141.81 p.a.)

The United States Agency for International Development (USAID) in Zambia is seeking eligible and qualified applicants for the position of Project Management Specialist in the Health Office.

BASIC FUNCTION:

The Project Management Specialist will support the Family Health and Social Protection Divisions within the USAID Health Office. S/he will support monitoring progress towards the goals and objectives of the Health Office and will provide direct technical assistance and support in designing activities and systems for tracking health trends as well as performance. S/he will serve as Agreement/Contracting Officer Representatives (AORs/CORs) or Activity Manager and will also assist the Monitoring and Evaluation Team and Senior Finance and Budget Advisor in monitoring performance against budget and indicators. S/he will share program successes and challenges through development outreach communications and support research that guides USAID activities in family health and social protection. The incumbent reports to the Deputy Health Team Lead.

QUALIFICATIONS REQUIRED:

Applicants must address each required qualification listed below with specific information/documentation supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

A. Education: Possession of a bachelor's degree in Public Health, Program/Project Management, Health Management, or Business Administration is required. Additional certification in monitoring and evaluation is desirable.

B. Prior Work Experience: At least five years of progressive experience in development assistance work, program management, health communications, public health system, or experience with donor agencies is required.

C. Language: Level IV, strong written and oral proficiency in English is required.

D. Job Knowledge: A good understanding of host-country economic, social, cultural and political context is necessary. Knowledge of donor programming policies, regulations, methodologies and documentation is desirable.

E. Skills and Abilities: The incumbent must possess skills in providing leadership, direction, and technical expertise in the implementation of Health programs. S/he should have the ability to lead and work within multi-national project teams and workgroups within a fast paced environment to develop and foster effective working relationships with internal and external partners. The ability to recognize significant developments and trends reflected from collected data and bring it to the attention of supervisors. Skill in the operation of Microsoft Office (Word, Excel, and PowerPoint) is required. Ability to succinctly summarize and post video, photography, Twitter, Facebook, blog, or other social media applications on the internet to convey USAID Zambia health programs and successes required.

TERMS OF APPOINTMENT:

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

BENEFITS:

The position is classified at FSN-10 level. The actual salary of the successful candidate will be negotiated within the range depending on qualifications and previous earnings history.

APPLYING:

Qualified candidates should send:

1. A formal application letter or cover letter;
2. A current CV;
3. Photocopies of all professional certificates and degree(s);
4. A fully complete application form DS-174 (available online at <http://www.state.gov/documents/organization/136408.pdf>); and
5. Contact information for at least three professional references.

The complete position description listing all duties and responsibilities is available on USAID/Zambia website: <http://www.usaid.gov/zambia/careers>.

SUBMIT ALL APPLICATION MATERIALS TO:

EXOZambiaHR@usaid.gov (E-mailed applications required.)

The email subject heading ***must*** read:

Application: Project Management Specialist, AID-021-16

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Only short listed candidates will be contacted.